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DD/A Registry
85-1182/1

29 APR 1985

Mr. William F. Madison  
Regional Administrator  
General Services Administration  
National Capital Region  
Washington, D.C. 20407

DD/A REGISTRY  
FILE: 45-7

Dear Mr. Madison:

In response to your letter of March 25, 1985, on recent GSA initiatives associated with the Federal Ridesharing Program, please be advised that the Central Intelligence Agency policy is to actively and aggressively promote each objective of the Federal Program through internal promotional activities centrally managed by our Office of Personnel. As you are aware, the Agency has undertaken a major construction program which will consolidate on the Langley campus our many activities now resident throughout the Metropolitan area. This consolidation of our decentralized facilities to the central Langley campus will dictate continued oversight and aggressive pursuit by senior Agency management of our ridesharing initiatives. We are, however, limited in our participation with external organizations due to demanding security restrictions which limit access to our facilities and grounds to individuals cleared for facility access. Therefore, our program must remain an internal plan designed to meet the specific objectives of the Federal Program, but restricted in participation to CIA employees. Nevertheless, I hereby designate [redacted] as the Agency liaison officer for this program. [redacted] may be reached on [redacted]

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Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater  
Deputy Director  
for  
Administration

cc: GSA/PBS

OL-10068-85

Distribution:

Orig - Addee 1-OL/Reader 2-OL/HOME (Official & Chrono)  
1 - GSA/PBS (Mr. John Carlile) 2-DDA  
1 - OP/BS [redacted]

STAT

(Returned 29 April 1985)

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DCI  
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**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
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9	Chm/NIC				
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15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
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21					
22					
SUSPENSE		26 April 85 Date			

## Remarks

TO #6: Please take any action necessary and provide ER information on action taken.

19 Apr 85  
Date

3637 (10-81)



Services Buildings  
Administration Service Washington, DC 20405

Executive Registry

85- 1643

APR 12 1985

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

Enclosed is a copy of Federal Property Management Regulations Amendment A-36, published in the Federal Register on May 14, 1984, which implements the provisions of Executive Order 12191, Federal Facility Ridesharing Program. The General Services Administration (GSA) is continuing to carry out the lead role responsibilities for implementing and coordinating this important program.

An agency that has facility ridesharing program responsibilities under the provisions of Amendment A-36 is required to have an agencywide ridesharing coordinator. This individual is responsible for planning, organizing, and implementing an agencywide ridesharing program, and serves as the ridesharing program liaison between their agency and GSA. In accordance with the provisions of Amendment A-36, please provide the name, address, and phone number of your agencywide ridesharing coordinator to my office, attention Federal Ridesharing Program, by April 26, 1985. A reply is not necessary from those agencies which are not required to have an agencywide coordinator.

Please contact Mr. John W. Carlile, GSA's Federal Ridesharing Coordinator, at (202) 523-5548, if you require additional information.

Sincerely,

  
WILLIAM F. SULLIVAN  
Commissioner

Enclosure

**GENERAL SERVICES ADMINISTRATION**  
**WASHINGTON, D. C. 20405**

April 24, 1984

**FEDERAL PROPERTY MANAGEMENT REGULATIONS**  
**Amendment A- 36**

**TO: Heads of Federal agencies**

**SUBJECT: Change to Subchapter A--General**

1. Purpose. This amendment transmits changed pages to Subchapter A General.
2. Effective date. This regulation is effective upon publication in the Federal Register.

3. Background.

a. Executive Order 12191, dated February 1, 1980, established the Federal Facility Ridesharing Program. The order assigned primary responsibility for program development and implementation to the General Services Administration (GSA) in consultation with the Department of Transportation. The objectives of the program are to conserve fuel, reduce traffic congestion, improve air quality, provide an economical way for employees to commute to and from work, and reduce the need for parking at Federal facilities. The primary role of executive agencies is to actively promote ridesharing at each federally owned or operated facility.

b. A Presidential memorandum for heads of executive departments and agencies was issued on February 1, 1980, instructing agencies to take all feasible actions under current law to provide ridesharing incentives.

c. To implement the provisions of Executive Order 12191, GSA issued Federal Property Management Regulations (FPMR) Temporary Regulation A-16, dated October 14, 1980, which established policy and prescribed procedures for the implementation of the Federal Facility Ridesharing Program. Subsequently, FPMR Temporary Regulation A-21 was issued November 15, 1982, which revised the reporting requirements.

d. This regulation issues revised policy and procedures and codifies FPMR Temporary Regulation A-21.

4. Explanation of changes. New Subpart 101-6.3 is added to provide the following:

- a. General policy concerning the promotion of ridesharing by executive agencies at federally owned or operated facilities in § 101-6.300;
- b. Definitions in § 101-6.301;

(Published in the Federal Register May 14, 1984, 49 FR 20289)

Attachment

- c. Responsibilities of employee transportation coordinators (ETC's) in § 101-6.302;
  - d. Reporting procedures in § 101-6.303;
  - e. Federal facilities exempted from the provisions in § 101-6.304; and
  - f. Information about the availability of GSA assistance in § 101-6.305.
5. Reports. The report prescribed by this regulation has been cleared in accordance with Subpart 101-11.11 and has been assigned Interagency Reports Control Number 0258-GSA-AN.
6. Effect on other directives. FPMR Temporary Regulation A-21 is canceled.



RAY KLINE  
Acting Administrator of General Services

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101-5.305 Agency participation.	101-6.105-1 Dwellings—schedules.
101-5.306 Economic feasibility.	101-6.105-2 Businesses—eligibility.
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## SUBPART 101-6.3 RIDESHARING

101-6.301(b)

SUBPART 101-6.3—  
RIDESHARING§ 101-6.300 Federal facility  
ridesharing-general policy

This section sets forth policy and procedures governing promotion by executive agencies of ridesharing at Federally owned or operated facilities and provides for the establishment and administration of a nationwide system of Federal facility employee transportation coordinators (ETC's). The authority for this subpart is Executive Order 12191, dated February 1, 1980, which established the Federal Facility Ridesharing Program and delegated the primary responsibility for program development, implementation, and administration to the Administrator of General Services in consultation with the Secretary of Transportation.

(a) Executive agencies shall actively promote the use of ridesharing at all Federal facilities. This promotion shall include cooperation with State and local ridesharing agencies where such agencies exist. In the process of promoting ridesharing, the Government shall not favor or endorse one commercial firm or nonprofit organization to the exclusion of other commercial firms or nonprofit organizations.

(b) Each executive agency shall issue instructions as may be necessary to implement Federal facility ridesharing programs and to obtain annual ridesharing program reports at those facilities where the agency is responsible for providing the ETC. The information provided by each ETC should include methods used to promote ridesharing at his/her facility and any achievements or significant barriers encountered. Each executive agency shall maintain a current record of the names, titles, addresses, and telephone numbers of its facility ETC's, nationwide.

(c) Agencies are required to submit a Federal Facility Ridesharing Report to GSA, Office of Transportation, Washington, DC 20406, by June 1 of

each year (see § 101-6.303). The report shall contain a summary of the information provided by the facility ETC's and any other pertinent information applicable to the agency's ridesharing program.

(d) Wherever possible, agencies shall use and promote existing ridematching services. Where ridematching services do not exist, they shall be established, preferably in conjunction with nearby facilities. Ridematching systems may be manual i.e., bulletin board or locator board, or computerized. All systems must comply with the provisions of the Privacy Act of 1974.

(e) Wherever possible, agencies shall implement parking incentives which promote ridesharing and the efficient use of federally controlled parking areas. Agencies are also encouraged to work with private parking management concerns in or near Federal facilities to encourage the use of carpools and vanpools.

(f) Whenever feasible, agencies should consider providing flexibility in employee working hours to facilitate ridesharing arrangements.

## § 101-6.301 Definitions

(a) *Ridesharing*. Sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation, including but not limited to: carpools, vanpools, buspools and mass transit.

(b) *Ridematching*. Any manual or automated system that gathers commuter information from interested individuals and processes this information to identify potential ridesharing arrangements among these individuals.

(c) *Facility*. Either a single building or a group of buildings or work locations at a common site.

(d) *Third party operator*. A ridesharing agency or other, whether public or private, that leases vans or buses to employers or individual employees.

**PART 101-6 MISCELLANEOUS REGULATIONS**

101-6.301(b)

(e) *Federal facility employee transportation coordinator.* An individual appointed by the agency who provides commuter ridesharing services to all employees at the facility and who serves as a point of contact for local and State ridesharing agencies, where they exist.

(f) *Agencywide employee transportation coordinator.* An individual appointed by the agency, who is responsible for planning, organizing, and directing an agencywide ridesharing program, and serves as a point of contact for the agency's Federal facility ETC's and also as the ridesharing liaison between the agency and GSA.

#### **§ 101-6.302 Employee Transportation Coordinators**

(a) *Federal facility employee transportation coordinator.* Agencies shall designate an ETC at each Federal facility with 100 or more full-time employees on one shift. Agencies are encouraged to appoint coordinators at facilities with less than 100 full-time employees where such a coordinator can provide significant benefits to the ridesharing program. At a facility occupied by more than one Federal agency, the executive agency having the largest number of employees shall have the lead responsibility for program coordination and implementation for all the Federal agencies at the facility and shall provide the ETC for the facility. Should a smaller agency volunteer to provide the facility ETC, the lead agency may transfer this responsibility to the smaller agency. The Federal facility ETC shall:

(1) Promote ridesharing at the facility by:

(i) Publicizing the name, location, and telephone number of the employee transportation coordinator by using bulletin boards, memoranda, newsletters, etc.;

(ii) Assisting employees in joining or forming carpools or vanpools;

(iii) Aiding employee participation in ridematching programs (Where ridematching programs do not exist, action should be taken to establish them);

(iv) Working closely with the parking management offices to promote ridesharing through preferential parking incentives;

(v) Establishing ridesharing orientation for new and transferring employees at the facility;

(vi) Utilizing ridesharing resources provided by State and local ridesharing agencies and participating in special ridesharing events;

(vii) Publicizing the availability of public transportation;

(viii) Communicating employee transportation needs to local public transportation authorities and other organizations (such as private bus companies) furnishing multipassenger modes of transportation; and

(ix) Establishing ridesharing goals and objectives for the facility.

(2) Prepare a facility report for annual submission to the agencywide coordinator.

(b) *Agencywide employee transportation coordinator.* Agencies shall appoint an individual to serve as an agencywide ETC. The agencywide ETC shall:

(1) Serve as a point of contact for the agency's facility ETC's;

(2) Serve as a liaison between other agencywide ETC's, State, and local ridesharing agencies and the GSA Central Office.

(3) Assist in the development and implementation of an agencywide ridesharing program; and

(4) Submit promptly any change in the name, address, title, or telephone number of the agencywide ETC to GSA.

#### **§ 101-6.303 Reporting Procedures**

(a) The head of each agency shall submit to GSA by June 1 of each year a report which shall include:

(1) The name, address, title, and telephone number of the agencywide ETC;

**SUBPART 101-6.3 RIDESHARING**

101-6.305(b)

(2) A narrative on actions taken and barriers encountered within the agency;

(3) Information on any notable facility achievements; and

(4) A copy of instructions issued to the agency's facility ETC's for implementing the Federal Ridesharing Program.

(b) Reports shall be submitted to: Federal Facility Ridesharing Program, General Services Administration (FT), Washington, D.C. 20406, Telephone: FTS 557-1256/(703-557-1256).

(c) Interagency report control number 0258-GSA-AN has been assigned to this report.

Chambers of Commerce, Councils of Governments, etc. In addition to providing commuter matching services, these agencies have experience in local ridesharing promotion activities, vanpool and buspool programs, and are familiar with management of commuter disruptions such as transit strikes, bridge closings, as well as air pollution alerts. ETC's are encouraged to use the services of the local ridesharing agencies to the greatest extent possible.

**§ 101-6.304 Exemptions**

Facilities with less than 100 full-time employees or less than 100 full-time employees on the largest shift are not required to submit an annual report. Agencies shall not subdivide buildings, groups of buildings, or worksites for the purpose of meeting the exemption standards.

**§ 101-6.305 Assistance to agencies**

(a) Due to the large number of Federal, State, local and private sector groups involved in the promotion of ridesharing programs, there are various resources available to Federal agencies interested in technical assistance and promotional materials for use in their ridesharing programs. To aid agencies in identifying these resources, GSA has designated ridesharing coordinators at each of its regional offices. A list of these coordinators and information concerning the national program can be obtained by contacting the office listed in § 101-6.303(b).

(b) Ridesharing management assistance is often available from local ridesharing agencies found in most cities throughout the country. These agencies may be sponsored by State or local governments, public transportation authorities, universities,